

# **CITY OF MANCHESTER**

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

TEL: 603-624-6543 (VOICE/TTY)

Fax: 603-628-6065

WEB SITE: [www.ManchesterNH.gov](http://www.ManchesterNH.gov)



## **PLANNING TECHNICIAN**

(Announcement No. R-033-08)

Grade 14

Starting Salary: \$14.94 - plus extensive benefits package  
40 hours per week

### **THE JOB:**

Performs staff support functions relating to Planning operations. Performs reporting, monitoring and fund administration for Federal grants; provides staff support to the Community Improvement Program (CIP), including cataloging agency requests, developing committee agendas, receipting and reporting CIP income; develops and maintains CIP project expenditure spreadsheets; researches and prepares contracts to non-profit social service agencies; performs special projects/reports. Performs related duties.

### **MINIMUM**

### **QUALIFICATIONS:**

HS/GED, Associate's Degree preferred and 1-3 yrs exp. in related operations; or an equivalent combination of training and experience. Working knowledge of Microsoft access and Excel is preferred.

**NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodations, as determined by medical exam.**

### **APPLICATION**

### **PROCEDURES:**

Although submission of a resume is optional, candidates must complete a City of Manchester employment application, available at above address

### **OFFICE HOURS:**

Monday through Friday, 8:00 AM to 5:00 PM

### **OPENING DATE:**

Wednesday, June 4, 2008    **CLOSING DATE:** Monday, June 19, 2008

**The City of Manchester is an  
Equal Employment Opportunity Employer**